

TITLE, SERIES, GRADE: Clerk (Student Aide), GS-0303-04

SALARY: \$27,159.00

PROMOTION POTENTIAL (IF ANY): None

VACANCY ANNOUNCEMENT NUMBER: 07-CRMSTUD-KS-006

AREA OF CONSIDERATION: All U.S. citizens in the local commuting area.

OPENING DATE: 8/6/07

CLOSING DATE: until filled

NOTE: The cut-off for this announcement will be the end of every month.

DUTY LOCATION(S): Department of Justice, Criminal Division, Office of Policy and Legislation, Washington, D.C.

NUMBER OF VACANCIES: One Position

This position is located with the Office of Policy and Legislation (OPL) in the Department of Justice's Criminal Division. OPL researches and analyzes a broad array of policy and program issues and problems relating to crime and the criminal justice system; monitors and analyzes crime, prosecution, and sentencing data to identify patterns and trends; and provides research and technical support to Division and Department managers. OPL policy analysts use qualitative and quantitative methods to obtain, analyze, and synthesize criminal justice data and research. Candidates for this position should be pursuing an advanced degree in the area of criminal justice or a related field; must have strong research and analysis skills; and must have excellent writing and communication skills. The candidate must be able to pass a background investigation.

DUTIES: The student will be assisting OPL senior staff in conducting policy research and analysis projects. This will include obtaining and reviewing crime- and crime policy-related research; synthesizing, summarizing, and compiling information; and providing general project assistance and support.

QUALIFICATIONS: A combination of education and experience may qualify you for this position. To be eligible you must maintain a grade point average of 2.0 or better on a 4.0 scale and be taking at least 6 credits hours per semester in an accredited college.

EVALUATION METHODS: Your evaluation will be based on education and experience.

HOW TO APPLY: Submit your resume and transcript (official or unofficial) with cumulative grade point average and an enrollment verification letter from the school registrar on official school letterhead or stationary. Failure to provide this information will result in the loss of consideration for this position. You can e-mail your resume and supporting documentation to the

Department of Justice, Criminal Division, McPherson Square, P.O. Box 27599, Bond, 5th Floor, Washington, D.C. 20038, or e-mail to Crm.Students@usdoj.gov or fax to 202-353-0775.

Applications mailed through the postal service must be received by the closing date. Applications that are faxed or e-mailed must be received by midnight of the closing date.

Applicants must submit a copy of their current college transcript or a list of college courses that includes hours and grades and their cumulative grade point average.

You may apply by submitting a resume or an "Optional Application for Federal Employment" (OF-612) for this vacancy announcement. Resumes must include the following information (in addition to specific information requested elsewhere in this vacancy announcement): announcement number; veteran's preference; social security number; and date of birth. Applicants should include all experience, education, training, self-development, awards, commendations, outside activities, or other information relevant to the announced vacancy.

NOTE:

- This position is excepted service. It is excluded from provisions of the career transition assistance program.
- Positions may be full-time or part-time. Applicants should indicate their availability for part-time work schedules on their application. Candidates who do not indicate availability will be considered only for a full-time position.
- A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.
- Qualified applicants will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or other non-merit factors. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative action obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Kim Smith
CONTACT PHONE: 202-514-8998
CONTACT EMAIL: Crm.Students@usdoj.gov
TDD: 202-305-2918